

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

August 2, 2013

- 1) Welcome and Introductions
- 2) Discussion on Implementation of Return to Work Legislation (PA 97-0968)
- 3) Update on new Demonstration Project – “Rule of 3 Analysis”
 - a) Addition of 2 classes – Police Officer, Program Advisor
 - b) Review of data elements/submissions
- 4) Implementation of New Salary Data System (SDS)
- 5) Review and Discussion of Rule/Procedural Changes
 - a) Administrative Rules – Section 250.110(f) (discharge)
 - b) Administrative Rules – Section 250.60(b) (registers)
 - c) Classification Plan Management Procedures Manual
 - Section 4.3 - Addition of Program Advisor class
 - d) Exemption Procedures Manual
 - Initiation of Review
 - Status of Exemption Authority Stakeholder Group
- 6) Other University System Office Activities
 - a) Class Plan Update
 - b) Budget Update
 - c) Audit Update
 - d) Legal Update
- 7) Other Topics
 - Next Meeting - Friday, November 1, 2013

40 ILCS 5/15-139) (from Ch. 108 1/2, par. 15-139)

Sec. 15-139. Retirement annuities; cancellation; suspended during employment.

(a) If an annuitant returns to employment for an employer within 60 days after the beginning of the retirement annuity payment period, the retirement annuity shall be cancelled, and the annuitant shall refund to the System the total amount of the retirement annuity payments which he or she received. If the retirement annuity is cancelled, the participant shall continue to participate in the System.

(b) If an annuitant retires prior to age 60 and receives or becomes entitled to receive during any month compensation in excess of the monthly retirement annuity (including any automatic annual increases) for services performed after the date of retirement for any employer under this System, that portion of the monthly retirement annuity provided by employer contributions shall not be payable.

If an annuitant retires at age 60 or over and receives or becomes entitled to receive during any academic year compensation in excess of the difference between his or her highest annual earnings prior to retirement and his or her annual retirement annuity computed under Rule 1, Rule 2, Rule 3, Rule 4, or Rule 5 of Section 15-136, or under Section 15-136.4, for services performed after the date of retirement for any employer under this System, that portion of the monthly retirement annuity provided by employer contributions shall be reduced by an amount equal to the compensation that exceeds such difference.

However, any remuneration received for serving as a member of the Illinois Educational Labor Relations Board shall be excluded from "compensation" for the purposes of this subsection (b), and serving as a member of the Illinois Educational Labor Relations Board shall not be deemed to be a return to employment for the purposes of this Section. This provision applies without regard to whether service was terminated prior to the effective date of this amendatory Act of 1991.

(c) If an employer certifies that an annuitant has been reemployed on a permanent and continuous basis or in a position in which the annuitant is expected to serve for at least 9 months, the annuitant shall resume his or her status as a participating employee and shall be entitled to all rights applicable to participating employees upon filing with the board an election to forgo all annuity payments during the period of reemployment. Upon subsequent retirement, the retirement annuity shall consist of the annuity which was terminated by the reemployment, plus the additional retirement annuity based upon service granted during the period of reemployment, but the combined retirement annuity shall not exceed the maximum annuity applicable on the date of the last retirement.

The total service and earnings credited before and after the initial date of retirement shall be considered in determining eligibility of the employee or the employee's beneficiary to benefits under this Article, and in calculating final rate of earnings.

In determining the death benefit payable to a beneficiary of an annuitant who again becomes a participating employee under this Section, accumulated normal and additional contributions shall be considered as the sum of the accumulated normal and additional contributions at the date of initial retirement and the accumulated normal and additional contributions credited after that date, less the sum of the annuity payments received by the annuitant.

The survivors insurance benefits provided under Section 15-145 shall not be applicable to an annuitant who resumes his or her status as a participating employee, unless the annuitant, at the time of initial retirement, has a survivors insurance beneficiary who could qualify for such

benefits.

If the participant's employment is terminated because of circumstances other than death before 9 months from the date of reemployment, the provisions of this Section regarding resumption of status as a participating employee shall not apply. The normal and survivors insurance contributions which are deducted during this period shall be refunded to the annuitant without interest, and subsequent benefits under this Article shall be the same as those which were applicable prior to the date the annuitant resumed employment.

The amendments made to this Section by this amendatory Act of the 91st General Assembly apply without regard to whether the annuitant was in service on or after the effective date of this amendatory Act.

(Source: P.A. 97-933, eff. 8-10-12; 97-968, eff. 8-16-12.)

following the date you terminate employment or the date you elect to retire, whichever is later.

Direct Deposits

You may choose to have your SURS benefit payments deposited electronically in your checking or savings account each month.

Annuity payments are automatically deposited in your account on the first day of the month and disability payments are automatically deposited in your account on the last day of the month. Direct deposit offers the following advantages:

To elect direct deposit of your benefit payment, complete an Authorization for Deposit of Recurring Payments form and return it to SURS by the 10th of the month preceding the month in which you want direct deposits to begin. Contact SURS for a copy of this form.

Annuitants who receive their benefits through electronic transfer will only receive a paper statement in January and July. You will also receive a paper statement when any change is made to your net benefit amount, bank, or address.

Income Tax Information

Federal Income Tax

Generally, your monthly benefit will be taxable as ordinary income for federal income tax purposes, beginning with the first payment you receive. As part of your retirement application, you will be asked to indicate how much federal income tax you wish to have withheld from your benefit check.

If you do not so indicate, SURS will automatically withhold federal income tax from your monthly payment based on the Internal Revenue Service (IRS) tables for a married person with 3 withholding allowances.

If you previously paid federal income taxes on some contributions (those prior to 1981, leave payments, or service credit purchases), these contributions will not be taxed again. Instead they will be prorated over your future monthly benefits according to IRS procedures. This means you

will receive a portion of your monthly benefit tax-free for a number of months as determined by the IRS.

Keep in mind, however, that the tax-free portion of the benefit is usually a small percentage of the total amount you receive. Consequently, a large portion of the monthly benefit will be taxable. Once your retirement annuity has been finalized, SURS will send you information regarding any previously taxed contributions.

IRS Form 1099-R, which you will receive each January, shows the gross and taxable portions of your annuity and the amount of federal income taxes withheld. For more information, contact SURS.

If you do not elect to have federal income tax withheld, you may incur a penalty for underpayment of federal income taxes. It is your responsibility to have the appropriate amount of tax withheld. If you have questions about your withholding, you should contact a tax consultant.

State Income Tax

Benefits from SURS are not subject to Illinois income tax. However, SURS benefits may be taxable by other states. If you do not live in Illinois or you plan to move after retirement, check with your state's Department of Revenue to find out if your benefit is taxable.

Mandatory Distributions

Members who are not currently participating in SURS or another system covered by the Illinois Retirement Systems Reciprocal Act must take a mandatory distribution. The mandatory distribution is paid on the April 1st following the year they reach age 70 1/2, either as a lump sum distribution or a monthly annuity, whichever they qualify for. SURS will contact these members about the mandatory distribution so that the proper paperwork can be completed.

Employment After Retirement

If you return to work with an SURS-covered employer, you must notify SURS of this employment, and you must also inform the SURS-covered employer that you are a SURS

annuitant. Your post-retirement earnings are subject to the limitations described below. If you exceed the limits, your benefit is subject to reduction or suspension. Earnings limitation information will be forwarded to you upon finalization of your retirement claim.

- You may not be re-employed by an employer covered by SURS until you have been retired for at least 60 calendar days;
- If your annuity payments began at age 60 or later, your earnings from a SURS-covered employer during any academic year after you retire, combined with your annual base annuity from SURS, may not exceed your highest earnings during any academic year before you retired. Once the annual earnings limitation is calculated, it does not change.

Example: If your highest academic year earnings during your career were \$50,000 and your annual base annuity is \$24,000 (\$2,000/mo x 12 months), your annual earnings limitation would be \$26,000 (\$50,000 - \$24,000).

- If your annuity payments began before age 60, your base monthly earnings from an employer covered by SURS may not exceed your current monthly base annuity. The earnings limitation is increased each year by the Automatic Annual Increase (AAI).

If you become reemployed with a SURS-covered agency and are considering resuming active participation in SURS, thus foregoing your annuity payments, contact SURS to discuss the special limitations that may apply.

If your first participation began prior to January 1, 2011, there is no limitation on your post-retirement earnings if you return to work with an employer who is not covered by SURS.

If your first participation began on or after January 1, 2011, there is no limitation on your post-retirement earnings if you return to work with an employer who is not covered by SURS; however, if you begin full-time covered employment with an eligible retirement system covered under the Illinois Retirement Systems Reciprocal Act, SURS may be required to suspend your annuity during that employment.

Automatic Annual Increase

An annual increase will apply to the monthly retirement annuity.

If you first began participation prior to January 1, 2011:

Each January 1st, your retirement annuity will be increased automatically by 3% of your annuity. The AAI is a compounded percentage; the 3% increase is figured into your annuity amount each year. The first AAI will begin on the January 1st following the month in which you retire. It will be prorated for the number of months between your retirement date and the following December 31st.

Example: If your annuity begins on 3/1/2012, the first increase will take effect 1/1/2013. Since you would have received 10 months of annuity payments in 2012, the first increase would be prorated so that you receive 10/12ths of a 3% increase. The following January 1, you would receive a full 3% increase.

If you first began participation on or after January 1, 2011:

A non-compounding annual increase will apply to the monthly retirement annuity beginning on the January 1 occurring on or after the later of your attainment of age 67 or the 1st anniversary of the commencement of your annuity. The annual increases will be the lesser of ½ of the change in Consumer Price Index – Urban (CPI-U) from the preceding year or 3%, computed on the original retirement annuity amount. For any year the CPI-U decreases or is zero, no annual increase will apply.

Example: If your annuity begins on 3/1/2021 at age 62, the first increase will take effect 1/1/2027, which is the latter of the January 1 after your 67th birth date (1/1/2027) and the January 1 on or after the 1st anniversary of the annuity commencement (1/1/2023).

HEALTH INSURANCE

Certain SURS retirees and their survivors may qualify for health insurance benefits through their former employment. While no universal health coverage is offered to all retirees, SURS

Application for Demonstration Project or Pilot/Study Program

Please complete this form, answering all questions. If additional space is required, please submit on a separate sheet of paper. Only one project or program request per application.

Send completed application to the Executive Director of the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois 61802. All applications must be submitted within at least 60 days of a Merit Board meeting in order for it to be considered at that Merit Board meeting. Merit Board meeting dates can be found on our website at www.sucss.state.il.us. For additional information please see section 2-50-140(e) of the Illinois Administrative Code (Ill. Adm. Code 2-50-140(e)).

Project/Program Applicant

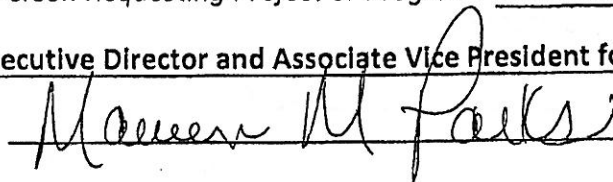
Date: March 15, 2012

Agency/University: University of Illinois

Name of Person Requesting Project or Program: Maureen Parks

Title: Executive Director and Associate Vice President for Human Resources, University HR

Signature



1. Name of Demonstration Project or Pilot/Study Program:

Demonstration Project: Rule of 3 Analysis

2. Description of the proposed project/program, including the goals, objectives, and related activities:

This program will apply to specified classifications within the system and will be offered to each state higher education institution for participation. The program will apply an alternative methodology for the "Rule of 3" procedure when referring applicants from employment registers for vacant positions in the designated classifications. The alternative methodology will apply the Rule of 3 under a different interpretation based on the top three scores, and not the top three persons standing highest on the applicable employment register for that classification. Under this alternative

Please respond and complete each item thoroughly

methodology, the individuals with one of the top three scores standing highest on the applicable employment register will be referred for any open vacancy, regardless of the number of applicants..

Under current language and interpretations, only the top three individuals on any employment register, and any with a tie score, are referred for a vacant position. Under the alternative methodology, all individuals who have one of the top three scores will be referred for a vacant position (i.e. all those with a score of 100, 99 and 98). Through the use of this redefined referral process the goal of this program is to allow employing units an opportunity to interview, a larger, more diverse applicant pool with regard to ethnic, gender and veteran status. The overall objective is to develop and analyze an alternative recruiting and employment methodology that is more consistent with 'best practices' human resource models. This alternative process will potentially increase minority and veteran referrals and hires.

3. Participating employer(s) and number (*estimate*) of employees or positions affected by project/program:

This program will be available to all state higher education institutions. This program will only apply to the following classifications:

<u>Classification Title</u>	<u>Class Code</u>
Accountant I	0010
Accounting Associate	5000
Administrative Assistant I	0171
Assistant Facilities Manager	2379
Assistant Program Director	1045
Budget Analyst I	4739
Business/Administrative Associate	5010
Clinic Nurse	2703
Grounds Worker	2015
Human Resource Associate	5020
IT Manager/Administrative Coordinator	5030
IT Support Associate	5032
IT Technical Associate	5031
Medical Assistant	4547
Member Service Representative I	4819
Office Support Assistant	0845

Please respond and complete each item thoroughly

Please note that it is the intent to strictly comply with guidelines and limitations contained in section 250.140(e) of the Illinois Administrative Code (80 Ill. Adm. Code §250.140(e)).

4. Timeline for development/implementation/completion of the project/program:

The three year trial period for this project will begin on July 1, 2012 and will end on June 30, 2015.

5. Name(s) of personnel responsible for conducting and evaluating the project/program and who will be accountable for keeping the project/program on track:

Maureen Parks, Executive Director and Associate Vice President of Human Resources, University HR at the University of Illinois, and Designated Employer Representative, will work closely with designated HR staff at each of the participating employers to track progress of the program and provide routine reports through a contact at the University System Office in order to effectively manage and continuously evaluate program impact and effectiveness.

6. Define the specific regulatory guideline or procedure that is limiting the employer from carrying out its mission in an effective, efficient, and timely manner:

Section 250.60(d) of the Code as it relates to only the top three individuals referred for open vacancies. This restricts the applicant pool and limits capabilities with respect to diversity.

Employment Procedures Manual, Section 1.5 : Certification

Certification is the act of referring candidates from a register for consideration for employment when a vacancy occurs and the date of certification is established (closing of the registers). See Example 1.5a and Example 1.5b.

d. When ties in scores exist, all available candidates with the tied score shall be certified. No additional candidates need to be referred when 3 or more candidates are certified as the result of a tied score.

7. List the specific regulatory guideline and/or procedures that would be waived in order to conduct the project/program:

Section 250.60(d) of the Code as it relates to only the top three individuals referred for open vacancies.

Please respond and complete each item thoroughly

Employment Procedures Manual, Section 1.5 : Certification as it relates to only the top three individuals referred for open vacancies.

8. Describe any alternative procedures that will be utilized in order to conduct the proposed project or program:

As previously outlined in the response to question #2 above, the individuals with one of the top three scores standing highest on the applicable employment register will be referred for any open vacancy, regardless of the number of applicants.

Evaluation Plan

Please include an evaluation plan which describes the details of how the project/program's effectiveness will be assessed in relationship to the stated objective. Please include the following if applicable:

Each month, participating universities will collect the following data points for each campus:

See attached database template.

Each participating employer will provide a quarterly report to the Executive Director of the State Universities Civil Service System (University System) detailing the following information:

- The above mentioned data points rolled-up to reflect the three month period.
- A comprehensive analysis will be conducted to determine the impact on applicant pools and the diversity of applicants and new hires.

The success of this program will be determined in part by the number of employees in the program, number of universities participating, number of employees hired who would not have been referred to the unit under the traditional "Rule of 3" guidelines, number of minority and veteran candidates referred and hired, and the number of employees who successfully complete the probationary period.

Please respond and complete each item thoroughly

For University System office use only

University System Office Review Process	
Recommendation:	
<input type="checkbox"/>	Approved to be presented to the members of the Merit Board for their review at the Merit Board meeting scheduled for _____
<input type="checkbox"/>	Not recommended for approval
Comments:	
Executive Director's Signature _____ Date _____	

Merit Board Approval Process	
<input type="checkbox"/>	Rejected by the Merit Board on _____
<input type="checkbox"/>	Approved by the Merit Board on _____
Merit Board Chair's Signature _____ Date _____	

Note: Each participating employer shall maintain books and records, including information stored in databases or other computer systems, relating to the performance of the approved projects or programs. Books and records required to be maintained shall be available for review or audit by the University System office. Each participating employer shall cooperate fully with any such audit and with any investigation conducted by the University System office and shall allow full access to all books and records that are necessary to evaluate an approved project/program.

Please respond and complete each item thoroughly

Position Data/Employment Information/Candidate Pool
Quarterly Report (Date _____)

[illegible]

b) Composition of Registers

- 1) Reemployment registers shall contain names of status employees who have been laid off through reduction in force or who, because of reallocation or reclassification of positions or other causes not prejudicial to the service, have failed to gain eligibility in the new class or who have chosen not to qualify in the new class. The registers shall have the appropriate names listed according to class and in the order of seniority as earned up to the date of eligibility for a position on the reemployment register.
- 2) Each lesser unit shall have its own reemployment register.
- 3) Promotional registers shall be by class and shall contain names in the following categories and order:
 - A) Listed in order of total service in the class:
 - i) names of employees with status appointments, after having been certified from the promotional register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
 - ii) names of employees with status appointments, after having been certified from the promotional register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
 - iii) names of current employees reinstated by total service in accordance with subsection (j)(4).
 - B) Listed in order of promotional examination scores: names of successful candidates in accordance with Section 250.50(b).
- 4) Original entry registers shall be by class and shall contain names in the following categories and order:
 - A) Listed in order of total service to the employer: names of employees who have been, or who may be, separated from status appointments, after completion of at least six months of service to the employer, resulting from a permanent abolishment of a functional service, provided that not later than 90 days after the abolishment of the service, they have qualified for, and have

received a passing score on, an original entry examination for the class.

- B) Listed in order of total service in the class:
 - i) names of employees with status appointments, after having been certified from the original entry register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
 - ii) names of employees with status appointments, after having been certified from the original entry register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
 - iii) names of current employees reinstated by total service in accordance with subsection (j)(4).
- C) Listed in order of total service in the class:
 - i) names of former employees restored by total service in accordance with subsection (j)(5); or
 - ii) names of employees seeking transfer, listed according to total service as of date of request for transfer.
- D) Listed in order of original entry examination scores: names of successful candidates in accordance with Section 250.50(b) and employees seeking transfer in accordance with Section 250.100(c)(3).

Section 4 – Specialized Positions

(80 Ill. Adm. Code §250.60(d)(9))

4.3 AUTHORIZATION PROCESS

All requests for specialty factors must be submitted in advance and approved by the Executive Director, or designee, of the University System Office before any personnel or employment action is taken. Requests for a specialty factor may be submitted for positions that are either currently filled or vacant. In submitting requests for a specialty factor, the employer shall provide the following information (see Form 4.3a):

- a. The form, *Request for Specialty Factor* (see Form 4.3a), must be completed and submitted to the University System Office.
- b. A copy of the complete job description, demonstrating the knowledge, skills, abilities or other worker characteristics considered necessary for satisfactory performance in the position, must be included.
- c. If the position is vacant, a description of the current register for the classification must be included.
- d. Form 4.3a must include an explanation of the justification for the request, indicating the applicability of the requested specialty factors to the designated position. The justification must show:
 1. how the specialty factor is directly related to the duties and responsibilities of the position, and
 2. why possession of the specialty factor is necessary for satisfactory performance.

Exceptions

In certain instances, and in accordance with other defined employment protocols, employers are specifically empowered to assign specialty factors to positions within designated classifications. Formal authorization is not required in these instances. However, all specialty factor designations shall be assigned in accordance with these procedures and other applicable employment protocols. All specialty factor designations are subject to audit review. Employers are not required to secure formal authorization to assign specialty factors to positions in the following classifications:

- Accounting Associate
- Human Resource Associate
- Business/Administrative Associate
- Information Technology Technical Associate
- Information Technology Support Associate

	Employers
NEW EXAMINATIONS CONSTRUCTED	
Clinical Exercise Physiologist Supervisor	UIC, UIMC
Veterinary Assistant	
REVISED EXAMINATIONS CONSTRUCTED	
	UIUC, SIUC, EIU, SIUE, UICH, UI-COMP, UI-COMR, SIU-SOM, WIU, ISU, D SCC
Medical Insurance Specialist Series	
Medical Insurance Representative, Associate, Specialist, Assistant Manager, Manager	
Medical Office Series	
Medical Office Assistant, Associate, Specialist, & Coordinator	
	NIU, UIMC, UIR, UIC, SIUC, SIUSMS, UIP, SIUE,
Ambulatory Care Series – (formally)	
Ambulatory Care Aide I & II, Ambulatory Care Assistant, Supervisor, & Manager	
	SIUC, ISU, UIC, NIU, UIR, UIMC, UIP
Patient Unit Series - (formally)	
Patient Unit Clerk I & II, Manager, & Patient Support Services Coordinator	
	UIUC, UIC, UIR, ISU, NEIU, UIS, SIUC, SIUSMS, ISAC
Editorial Series -	
Editorial Assistant, Editorial Writer	
Collection Series	ALL
Collection Representative, Specialist, Assistant Manager, & Manager	
Driller Series	UIUC
Driller Laborer, Driller Assistant, Driller	
	EIU, WIU, NIU, SIUC
Assistant Director of Alumni Relations	
	SIUC, UIUC, ISU, UIS, SIUE
Desktop Publisher/Coordinator	
Administrative Aide	ALL
Administrative Assistant	ALL
	SIUSMS, SIUC, GSU, CSU, UIUC, NEIU, EIU, ISAC, UIS, UIC, SIUE, NIU, WIU
Financial Aid Adviser Series –	
Financial Aid Adviser, Coordinator, & Manager	
Clinical Exercise Physiologist	UIC, UIMC
Tumor Registrar Series	
Tumor Registrar I and II	
	UIUC, UIC, SIUC, SIUSM, SIUE, ISU
Laboratory Mechanic Series –	
Assistant Laboratory Mechanic, Laboratory Mechanic, Senior Laboratory Mechanic, & Instrument Maker	

Pipefitter Series	UIUC, UIC, EIU, WIU, ISU, NIU, SIUC, SIUE
Pipefitter, Pipefitter Sub-Foreman & Foreman	
Valet Parking Attendant	UIC
Student Judicial Program Series -	UIC, CSU, EIU
Student Conduct Advisor & Director of Student Conduct Programs	
Medical Social Services Series -	UIC, UIMC, SIUC, UIP, UIR, DSCC, NIU
Medical Social Assistant (NO CHANGE), Associate (NO CHANGE), Consultant, Assistant Supervisor of Medical Social Services, & Supervisor of Medical Social Services	
Instrument Technician	UIUC, SIUC
Power Plant Mechanic Series -	UIUC
Power Plant Mechanic & Power Plant Mechanic Supervisor	
Steam and Power Plant Series -	ALL
Steam and Power Plant I, II, III, IV, and IV	
Assistant Agricultural Research Technician, Associate Agricultural Research Technician	UIUC, WIU, UIC, ISU, SIUC
Emergency Management Coordinator	
DELETED EXAMINATIONS	
School Children Attendant	
Dragline Training Specialist	
Refrigeration Mechanic Series -	SIUE, SIUC, UIC, UIUC, NIU, ISU, EIU,
Refrigeration Mechanic, Refrigeration Sub-Foreman, & Refrigeration Mechanic Foreman	
CURRENT EXAMINATION CONSTRUCTION IN PROGRESS	
Animal Imaging Technologist Series -	UIUC
Animal Imaging Technologist I, II, III, IV, & V	
Curb Manager	
Cook Series -	UIUC, EIU, NIU, ISU, WIU, NIU-LT, SIUE, SIUC, UI-AH, NIU-NC, NIU-RC, UIS, NIU-HE
Cook, Cook's Helper, Head Cook, First, Second, Test Kitchen, & Catering Supervisor	
Food Service Worker Series -	UIS, EIU, UIC, UICH, CSU, NEIU, UIR, ISU, UIS
Food Service Worker I, II, III, IV, & V	
Grill Cook (T & E)	NIU, SIUC
Mail Messenger	ALL
Program Director Series -	
Police Lieutenant	ALL
Program Adviser	SIUE, NEIU, SIUC, NIU, UIC, CSU, UIUC
Reimbursement Coding Specialist Series -	UIC, SIUSM
Reimbursement Coding Specialist I, II, & III	
Storekeeper Series -	ALL

Storekeeper I, II, III, Assistant Stores Supervisor, & Stores Supervisor	
Teacher Aide	UIC, ISU, GSU, SIUC, UIUC
Test Specialist	UIUC, UIC, ISU, GSU, SIUC
Veterinary Technician Series	UIUC, UIC, UIP
MEDICAL CLASSES TO BE REVISED	
Admitting Officer Series -	UIC, UIMC
Admitting Officer I, II, III & IV	
Central Sterile Supply Series	UIC, UIMC, UIUC
Central Sterile Supply Technician & Supervisor	
Electroencephalographic Technician Series -	UIC, UIMC
Electroencephalographic Technician I, II, & III	
Intra-Operative Monitoring Series	
Intra-Operative Specialist, Advanced Intra-Operative Monitoring Specialist, & Intra-Operative Monitoring Coordinator	
Medical Assistant	UIUC, UIC, UIR, UIMC, UIP
Medical Radiographer Series	UIUC, UIC, UIR, UIMC, WIU, ISU, NIU, SIUC, SIUE, EIU
Medical Radiographer I & II, Medical Radiography Specialist & Coordinator	
Quality Coordinator Series - (Includes Patient Care Evaluation Specialist Series)	UIC, UIMC, SIUSOM
Quality Specialist & Quality Coordinator	
MRI, CT, Mammography, etc.	UIC, SIUSOM
Call Center Series -	UIC, SIUSOM

6c) Audit Update

Since the last meeting of the committee, the following Final Audit Reports have been released. These reports can be found at our website for your review:

- Illinois Student Assistance Commission
- State Universities Retirement System

FY 2013 Audit Schedule			
Agency	Scheduled Time Frame	Last Audit	Days On Site
Governors State University	July 10-12, 2012	Jul-10	3
Illinois Student Assistance Commission	August 15-17, 2012	Aug-10	3
Illinois State University	September 24-28, 2012	Sep-10	5
Southern Illinois University School of Medicine	October 10-12, 2012	Oct-10	3
State Universities Retirement System	November 5-6, 2012	Nov-10	2
UI-College of Medicine Rockford	November 8-9, 2012	Nov-10	2
Northern Illinois University	Jan-13	Jan-11	4
Chicago State University	Feb-13	Feb-11	3
Eastern Illinois University	Mar-13	Mar-11	5
University of Illinois at Urbana-Champaign	Jun-13	Jun-11	10

Audit and Advisory Services Division
HRDAC Meeting Notes
August 2, 2013

FY2013 Audit Schedule

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
Governors State University	July 8-14, 2012	Draft Report Issued 1/3/2013 Rev. Draft Report Issued 2/6/2013 Final Report Issued 3/7/2013
Illinois State Assistance Commission	August 15, 2012	Final Report Issued 12/10/2012
Illinois State University	September 23-29, 2012	Draft Report Issued 2/13/2013 Final Report Issued 4/29/2013
Southern Illinois University School of Medicine	October 10-12, 2012	Draft Report Issued 3/6/2013 Final Report Issued 3/20/2013
State Universities Retirement System	November 5-6, 2012	Final Report Issued 12/10/2012
University of Illinois College of Medicine Rockford	November 8-9, 2012	Final Report Issued 4/16/2013
Northern Illinois University	January 8-11, 2013	Draft Report Issued 7/16/2013
Chicago State University	Feb 27 – Mar 1, 2013	Draft Report Pending
Eastern Illinois University	April 1-5, 2013	Draft Report Pending
University of Illinois at Urbana-Champaign	June 17-21, 2013 June 24-28, 2013	Draft Report Pending

FY2014 Audit Schedule

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
University of Illinois at Springfield	July 10-12, 2013	Draft Report Pending
Northeastern Illinois University	September 23-25, 2013	Scheduled
Illinois Board of Higher Education	October 29, 2013	Scheduled
Illinois Community College Board	October 30, 2013	Scheduled
Division of Specialized Care for Children	November 5, 2013	Scheduled

Notes: